



Office of the City Clerk

Weekly Report – for Week Ending July 28, 2017

OFFICE OF THE CITY CLERK – PROJECT HIGHLIGHTS AND STATUS

Elections

Staff is compiling and allocating election costs to bill the Los Angeles Unified School and Community College Districts for administration of their 2017 Elections.

Neighborhood Council Elections

Staff has found a collaborative way to streamline the bylaw review and summary process by accessing the Department of Neighborhood Empowerment database to extract bylaw information directly and reduce data entry redundancy.

Business Improvement Districts

Council held the Public Hearing on July 25th and adopted the Ordinance of Establishment on the 26th to renew the South Park Business Improvement District.

Staff attended the Pepperdine School of Public Policy, Davenport Institute for Public Engagement and Civic Leadership's Workshop on Advanced Public Engagement on July 28-30.

Records Management

Archival Activity – An urban planner researched the historic effectiveness of public petitions and public comment on influencing zoning issues in the City of Los Angeles.

The City Archives licensed the use of a portion of our video collection to be used in a production for the History Channel entitled "America's War on Drugs."

http://www.history.com/shows/americas-war-on-drugs?gclid=EAlalQobChMImMCwoLan1QIVSWt-Ch2BPgqaEAAYASAAEgl_BfD_BwE&cmpid=paidsearch_Americas_War_On_Drugs&s_kwcid=AL!4850!3!200851628084!b!!!%2Bamericas%20%2Bwar%20on%20%2Bdrugs&ef_id=UhKizgAAATKYmwVW:20170726170057:s

Systems

Applications and Infrastructure –

Staff met with the Business Improvement District (BID) team to discuss a number of enhancements to be made to the current BID application. The BID system was rolled out to production last year. The enhancements will include the new quarterly reports, the ability to upload newsletters to the system, and new security features.

The Board of Public Works (BPW) Novus Electronic Agenda application was modified and updated to include the new workflow. City Clerk Systems staffs continue to manage and support the BPW Novus system and application.

Administrative Services

Fiscal – Staff submitted revised Reversion Worksheets to the Controller's Office, met with GSD to discuss outstanding invoices with AAA Rents, attended the Controller's Travel Policy training session, worked with the Controller's Office to help facilitate an early reversion of funds to the Mayor's Grant-Reimbursed account to avoid a payroll shortage, met with NABID staff to help with the reconciliation of the BID Trust Fund and worked with Mayor's Staff to resolve payment issues with Socrata.



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Neighborhood Council Funding Program - Staff are processing funding requests on a daily basis and answering any and all questions as well as troubleshooting on the new system. There has been good feedback regarding the new system and the ease of use. The NCs are spending funds and utilizing the system well. Staff have reviewed a total of 166 requests as of today and have processed approximately \$75,000 in checks.